

DATE: September 2015

TO: High School Youth Options Coordinators, UW Institutions, Technical Colleges, Private Non-Profit Colleges/Universities, and Tribally Controlled Colleges

FROM: Kevin Miller, Dual Enrollment Consultant

SUBJECT: Youth Options and Course Options Update

Welcome back to another year of Youth Options and Course Options! Yes, Course Options is still in statute and it has gone through some changes; see below for more information. In order to improve communications around Course Options, both at the state and local levels, we are now asking each district and institution to designate a Course Options point of contact similar to what is done for Youth Options. These contacts will then be posted to the Course Options website also similar to Youth Options.

Toward that end, the *PI-8703* is now the *Youth Options and Course Options Administrator/Coordinator Designation* form. Please use this form to confirm or change the Youth Options contact for your district or institution and to indicate if the same person will also serve as the Course Options contact. If Course Options will have a different contact, please complete the bottom portion of the form with that person's information.

The form notes the deadline for notifying us of the contact is September 1st. That date is, of course, already past, so just confirm or update this contact information as soon as possible by e-mail (preferred method), fax, or regular mail so we can update the website and ensure the correct person receives future correspondence. If you have already notified us of your Youth Options contact, just let me know who will be the Course Options contact.

Course Options

Due to changes in the Course Options statute, I'll lead with that. There were changes made to the Course Options statute as part of the 2015-17 State Budget Bill that was passed in July. These changes took effect upon passage of the bill, so are in effect for the 2015-16 school year. There were several changes made to account for another new statute which allows whole grade sharing between school districts. These changes to the Course Options statute will only affect students enrolled in districts that are participating in a whole grade sharing agreement, which will be very limited during the coming school year.

The other changes to the Course Options statute affect the tuition calculations and who pays for Course Options courses (found in s. 118.52(12) Wis. Stat.). A paragraph was added that will allow institutions of higher education to charge additional tuition and fees to students (or parents or guardians) for courses at an institution of higher education (IHE) for which students can earn college credits. At the top of the Course Options webpage (<http://dpi.wi.gov/courseoptions>) just under the picture, is a link to the specifics of the changes made. Other Course Options materials have been or are in the process of being updated and will be posted to the website as soon as they are ready.

Because students are most likely to ask school counselors about Course Options, please make sure your district's counselors are aware of the program and website.

Youth Options

There were no statutory changes made this year to Youth Options, so the program remains unchanged. As always, all the materials needed to administer the Youth Options Program are located at the DPI Youth Options web page (<http://youthoptions.dpi.wi.gov/>). As forms and materials are updated, they will replace older versions on the web page. This memo includes general information about Youth Options for those new to the program.

District Contact Person Designation: Districts are required to notify DPI annually of their Youth Options program contact and administrator. The *PI-8703 Youth Options and Course Options Administrator/Coordinator Designation* is provided for this purpose. Please submit your confirmation or changes as soon as possible by e-mail (preferred method), fax, or regular mail. If you have already submitted your confirmation or changes, thank you!! But also let me know about your Course Options contact.

The form is attached and is available here: <http://youthoptions.dpi.wi.gov/files/forms/doc/f8703.doc>; you can check your district's current designated contact here http://youthoptions.dpi.wi.gov/yth_yocontpers.

College Contact Person Information: College contacts should confirm that our information is current on the appropriate contact list linked below. If any information is incorrect, please provide the correct information and we will get it updated. The website may not reflect changes submitted within the past few weeks.

- Private/Independent Colleges - http://youthoptions.dpi.wi.gov/yth_yoprivcoll
- UW System Colleges and Universities - http://youthoptions.dpi.wi.gov/yth_yocolcont
- Wisconsin Technical Colleges - http://youthoptions.dpi.wi.gov/yth_wtcscontacts
- Wisconsin Tribal Colleges - http://youthoptions.dpi.wi.gov/yth_yotribe

Youth Options Application Form (PI-8700-A): This form, officially called the *PI-8700-A Youth Options Program Plan and Report*, is to be used by all students applying for Youth Options. Though the administrative rules allow for a local form to be used, having different forms has resulted in a number of challenges in the past. Consequently, the PI-8700-A is the form that needs to be used.

No changes have been made to the form this year. The form is attached to this e-mail and is available at the website here: <http://youthoptions.dpi.wi.gov/files/forms/doc/f8700-a.doc>

Youth Options Transportation Reimbursement Claim Form (PI-8701): School districts are not responsible for transportation reimbursement; however, they should ensure this form is available to all students participating in Youth Options. It has been updated with the current year household size and income figures from the federal government. Following are important points for students/parents:

- Students/parents are responsible for completing and mailing their own forms directly to DPI (at the address provided on the form) within 30 days after completion of the college semester.
- There are date deadlines listed on the form by which the form must be received to be considered with the previous semester's claims; forms arriving after the deadline will be held and included with the following semester's claim requests resulting in a delay in payment if approved.
- Students/parents must include a completed and signed copy of the PI-8700-A Program Plan and Report with their transportation reimbursement claim form.
- Signatures from school district staff are required to verify approved participation in and completion of Youth Options courses.
- Due to the number of claims filed and limited funds, the amount awarded to claimants may be less than the eligible amount. This amount has ranged from 35 to 100% of the maximum amount the past few years.
- The updated form can be accessed here: <http://youthoptions.dpi.wi.gov/files/forms/doc/f8701.doc>

Brochures: The Youth Options brochure is available in a tri-fold and a non-folded version. Sharing this brochure with students satisfies the requirements of Wisconsin Administrative Code PI 40.04 (3)(a), which specifies that “annually, by October 1, each school board shall provide information about the youth options program to all pupils enrolled in the school district in the 9th, 10th, and 11th grades.” Including Youth Options information in course catalogs or other publications also satisfies this requirement. The two versions of the brochure can be found at:

- Tri-Fold Brochure - http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_brochure.pdf
- Non-Fold Brochure - http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_brochure_non-fold.pdf

Private College Reimbursement Amount Memo: The Youth Options statute limits the amount a private institution of higher education can charge for students taking courses through Youth Options. Private IHEs may charge their actual tuition, fee, and book costs or the total amount calculated by a statutory formula, whichever is less. Each year DPI posts the formula amount once all necessary data are available. The current memo is for 2014-15 but can be used for estimating purposes until the final amount is determined and posted; this usually occurs in November or December. For planning purposes, you can use last year's figures here: http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_private_crd_est.pdf

Timeline: A copy of the timeline for Youth Options activities and deadlines is available at the Youth Options website here: http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_timeline.pdf.

Youth Options Frequently Asked Questions: The Frequently Asked Questions document is available on the website here: http://youthoptions.dpi.wi.gov/files/youthoptions/pdf/yo_faq.pdf.

Statutes and Administrative Code: The Wisconsin Administrative Code (§ PI 40) that details Youth Options program operation can be found here: <http://www.legis.state.wi.us/rsb/code/pi/pi040.pdf> and the Wisconsin statute (§118.55) creating and governing Youth Options can be found here: <http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=118.55>.

Please feel free to forward this information to others in your district or at your institution who may have an interest.

For questions and concerns about any aspect of the Youth Options or Course Options programs, please call me at (608) 267-3161 or e-mail me at kevin.miller@dpi.wi.gov.